

- ☐ Mail Permit
☐ Call for PICK-UP

JEFFERSON COUNTY ZONING AND LAND USE PERMIT APPLICATION

311 S. CENTER AVE., ROOM 201, JEFFERSON, WI 53549-1701

PHONE: (920) 674-7130

FAX: (920) 674-7525

Please use
black or blue ink

(Contact person) name and phone # _____

	FULL NAME	(Mailing) STREET ADDRESS	CITY / STATE	ZIP	TELEPHONE NO.
I. OWNERS (all)					
CONTRACTOR					

II. PROPERTY DESCRIPTION: TAX PARCEL (PIN #) _____ TOWN _____

LOT NO. _____ BLOCK _____ SUBDIVISION _____ ACRES _____ ZONING DISTRICT _____

LOT NO. _____ CSM NO. _____ VOL. _____ PG. _____ PROJECT SITE- FIRE NO. & ROAD _____

III. TYPE, SIZE, VALUE, & USE OF PROPOSED STRUCTURE OR IMPROVEMENT

A. RESIDENTIAL

NEW STRUCTURE ☐ ADDITION ☐

_____ SINGLE FAMILY RESIDENCE/ No. of Bedrooms _____

_____ MH PARK SINGLE FAMILY ☐ Addition ☐ Accessory

_____ MULTI-FAMILY RESIDENCE

_____ No. of Units _____ No. of Bedrooms _____

_____ GARAGE-ATTACHED

_____ GARAGE-DETACHED

_____ FLOODPLAIN ☐ FF ☐ FW

_____ SHORELAND / WETLAND

_____ OTHER _____

SQ. FT. OF RESIDENCE OR ADDITION _____

SQ. FT. OF GARAGE (ATT. OR DET.) _____

HEIGHT OF PROPOSED STRUCTURE _____

SPECIFY USE _____

VALUE OF CONSTRUCTION _____

B. NON-RESIDENTIAL

NEW STRUCTURE ☐ ADDITION ☐

_____ AGRICULTURAL

_____ INDUSTRIAL

_____ BUSINESS

_____ CAMPGROUND

_____ SHORELAND / WETLAND

_____ FLOODPLAIN ☐ FF ☐ FW

_____ OTHER _____

SQ. FT. OF NEW STRUCTURE OR ADDITION _____

HT. OF PROPOSED STRUCTURE _____

SPECIFY USE _____

VALUE OF CONSTRUCTION _____

★ CHECK WITH TOWN FOR ADMINISTRATIVE
AND / OR BUILDING PERMIT REQUIREMENTS!

OTHER DETAILS:

SANITARY PERMIT NO. _____

NUMBER OF BEDROOMS _____

PUBLIC SEWER _____

NON-CONFORM. STRUCTURE / USE _____

FLOODPLAIN _____

SHORELAND / WETLAND _____

INSPECTION DATE: _____

ACCESS APPROVAL REQUIRED:
TOWN, COUNTY, OR STATE ☐ Y ☐ N

IV. ★ PLOT PLAN (SKETCH) REQUIRED TO BE ATTACHED - NO LARGER THAN 11" x 17". PLOT PLAN SKETCH SHALL INCLUDE THE FOLLOWING:

ALL EXISTING STRUCTURES AND THE LOCATION OF THE NEW STRUCTURE OR ADDITION INCLUDING DISTANCES FROM THE CENTERLINE AND RIGHT-OF-WAY OF THE ROAD, SIDE AND REAR LOT LINES, NAVIGABLE WATERS, SEPTIC TANK & FIELD, WELL, DRIVEWAY ACCESS. GIVE ALL DIMENSIONS. BE SURE TO INCLUDE DECKS PROPOSED FOR NEW HOMES.

★ FAILURE TO INCLUDE A PLOT PLAN AND ALL OF THE ABOVE MENTIONED ITEMS WILL DELAY ISSUANCE OF THIS PERMIT! PERMIT FEE MUST ACCOMPANY APPLICATION.

V. ACKNOWLEDGEMENTS

- YOU ARE RESPONSIBLE FOR COMPLYING WITH STATE AND FEDERAL LAWS CONCERNING CONSTRUCTION NEAR OR ON WETLANDS, LAKES, AND STREAMS. WETLANDS THAT ARE NOT ASSOCIATED WITH OPEN WATER CAN BE DIFFICULT TO IDENTIFY. FAILURE TO COMPLY MAY RESULT IN REMOVAL OR MODIFICATION OF CONSTRUCTION THAT VIOLATES THE LAW OR OTHER PENALTIES OR COSTS. FOR MORE INFORMATION, VISIT THE DEPARTMENT OF NATURAL RESOURCES WETLANDS IDENTIFICATION WEB PAGE OR CONTACT A DEPARTMENT OF NATURAL RESOURCES SERVICE CENTER. (Wis Stats 59.691) <http://dnr.wi.gov/wetlands/mapping.html>
- OWNER – CHECK FOR APPLICABLE DEED, PLAT AND TOWN RESTRICTIONS & PERMIT REQUIREMENTS
- THIS PERMIT MAY BE APPEALED FOR 30 DAYS AFTER PUBLICATION OF ISSUANCE
- THE OWNER OF THIS PARCEL & THE UNDERSIGNED AGREE TO CONFORM TO THE CONDITIONS OF THIS PERMIT AND TO ALL APPLICABLE LAWS OF JEFFERSON COUNTY AND ACKNOWLEDGE THAT YOU HAVE RECEIVED AND READ THE ABOVE NOTICE REGARDING WETLANDS, AS WELL AS ALL NOTICES AND TERMS ABOVE.

PERMIT FEE	APPROVED BY	DATE PERMIT ISSUED
\$ _____	_____	_____

☐ See Attached Conditions of Approval

This approval is based upon this application, the attached plot plan and conditions as warranted by Jefferson County ordinances.

Signature of Applicant _____

Application Date _____

THIS PERMIT EXPIRES TWO (2) YEARS AFTER DATE OF ISSUE

ZONING AND LAND USE PERMIT REQUIREMENTS AND FEE SCHEDULE

COUNTY BOARD APPROVAL 11/13/12

IMPLEMENTED 1/1/13

Zoning Permits: 11.03(b) & 11.11(b)5.a.(1); Compliance. No structure, land, or water shall hereafter be used, and no structure or part thereof shall hereafter be located, erected, moved, reconstructed, extended, enlarged, converted, or STRUCTURALLY altered without a Zoning Permit and without full compliance with the provisions of the Jefferson County Zoning Ordinance and all other applicable local, county, and state regulations.

No Zoning Permit is required for ordinary maintenance repairs such as painting, decorating, paneling, shingling, siding, and the replacement of doors, windows and other NON-STRUCTURAL components.

IF YOU'RE NOT SURE IF A PERMIT IS REQUIRED, CALL ZONING AT 920-674-7130 BEFORE STARTING!!!

<u>STRUCTURAL ALTERATIONS/REPAIRS</u> – INCLUDES ANY CHANGE IN THE SUPPORTING MEMBERS OF A STRUCTURE, SUCH AS FOUNDATION, BEARING WALLS, COLUMNS, BEAMS, GIRDERS, OR CHANGE IN WINDOW OR DOOR DIMENSIONS, BUT NOT CLASSIFIED AS AN ADDITION OR NEW STRUCTURE. \$ 50			
<u>AGRICULTURAL STRUCTURES</u> <1,000 sq.ft.	\$ 30	<u>SHORELAND/WETLAND/FLOODPLAIN</u>	
≥1,000 sq.ft.	\$ 50	• STRUCTURAL (wetland piers, observation decks, control structures, etc)	\$ 50
<u>RESIDENTIAL STRUCTURES</u>		• NON-STRUCTURAL (floodplain fill, ponds, shoreland alterations, etc...)	
• SINGLE FAMILY HOME	\$ 600	<250 sq.ft.	\$ 30
• DUPLEX & MULTI-FAMILY	\$ 400/Unit	≥250 sq.ft.	\$ 100
• ADDITION (HABITABLE) <500 sq.ft.	\$ 150	• Viewing/access corridor establishment	No Charge
• ADDITION (HABITABLE) ≥500 sq.ft.	\$ 200		
• ADDITION (NON-HABITABLE) <500 sq.ft.	\$ 50		
(Includes garages, open-air porches, etc...)		<u>REVISION FEE/ZONING & LAND USE PERMITS</u>	\$ 50
• ADDITION (NON-HABITABLE) ≥500 sq.ft.	\$ 100		
(Includes garages, open-air porches, etc...)		<u>SIGN PERMITS</u>	
• ACCESSORY STRUCTURES (Enclosed w/roof) 200 sq.ft. or less	30	• \$25 OR \$.50 PER SQ. FT., WHICHEVER IS THE GREATER	
<500 sq.ft.	50		
≥500 sq.ft.	100	<u>SUBDIVISIONS/CERTIFIED SURVEY MAPS</u>	
• ACCESSORY STRUCTURES (Not Enclosed)		• PRELIMINARY PLAT \$350 +	\$ 10/LOT
<500 sq.ft.	30	• FINAL PLAT	\$ 200
≥500 sq.ft.	50	• CSM REVIEW – PRELIMINARY	\$ 50
(Includes all decks, pools, lean-to's etc...)		• CSM REVIEW – FINAL	\$ 25
<u>BUSINESS/INDUSTRIAL</u>		<u>FARMLAND CERTIFICATES</u>	
• PRINCIPAL STRUCTURE	\$ 500	• CERTIFICATE PROCESSING	\$ 20
• ADDITION <500 sq.ft.	\$ 150	• COPY OF DUPLICATE CERTIFICATE	\$ 2
• ADDITION ≥500 sq.ft.	\$ 300	<u>PROCESS PARCEL LIST FOR FPP AGREEMENT</u>	\$ 20
• ACCESSORY STRUCTURES	\$ 100	<u>PROCESS PARCEL LIST FOR FC-A</u>	\$ 20
<u>AGRI-BUSINESS</u>			
• PRINCIPAL STRUCTURE	\$ 300		
• ADDITIONS	\$ 150		
• ACCESSORY STRUCTURES	\$ 100		

NOTE: A double permit fee will be charged for all after-the fact permits.

TOWNSHIP BUILDING INSPECTORS

AZTALAN – Greg Noll 920-675-9062 or 920-723-2023

COLD SPRING – Greg Noll 920-675-9062 or 920-723-2023

CONCORD – Thomas Marks 262-490-0513

FARMINGTON – Greg Noll 920-675-9062 or 920-723-2023

HEBRON – Greg Noll 920-675-9062 or 920-723-2023

IXONIA – Archie Stigney 920-261-2966

JEFFERSON – Greg Noll 920-675-9062 or 920-723-2023

KOSHKONONG – Greg Noll 920-675-9062 or 920-723-2023

LAKE MILLS – Dean Eppler 1-800-422-5220

MILFORD – Mike Sindorf 262-490-4141

OAKLAND – Greg Noll 920-675-9062 or 920-723-2023

PALMYRA – Thomas Marks 262-490-0513

SULLIVAN – Greg Noll 920-675-9062 or 920-723-2023

SUMNER – Dave Geraths 608-697-7776

WATERLOO – Dean Eppler 800-422-5220 or 608-576-6370

WATERTOWN – John Moosreiner 262-490-0277

Check with local building inspector for all applicable permits required in your township.